

ADMINISTRATIVE - INTERNAL USE ONLY  
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Consolidated DDI Production Office

Background

There currently are nine essentially independent production units in the DDI with graphic support provided by the Cartography Division of OGCR. [REDACTED]

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The cost data for these production units are not readily available but in 1975 rental costs for 14 different types of word processing equipment totaled [REDACTED] With this equipment 176,000 pages of text were produced, excluding FBIS daily reports.

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Organization

A consolidated Office of Production could take a number of forms but I would see its main function as serving as 24-hour processing center for DDI publications. This would involve a unit for technical editorial review, machine processing, proofreading, and layout and a cartography unit for graphics. In order to avoid constant battles over editorial review, substantive editorial control should rest with the originating office. Moreover, night-time staffing from OCI, OSR, and OER would continue to be required in order to provide 24-hour WHSR support and to update and add material for the PDB and daily summary.

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In addition to processing publications, a production office could take on certain services of common concern for the directorate. These could include, [redacted] and congressional support, including the preparation of DCI congressional briefings.

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Benefits

A consolidated DDI production office should offer the advantages of:

- quality control of layout, graphics, and printing
- standardization of word processing equipment
- centralized record keeping and control of production and dissemination
- more effective utilization of manpower and equipment
- increased opportunities for analysts and clericals; manpower savings should permit the directorate to increase professional headroom and upgrade clerical word processing positions.